



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

June 13, 2006

TO: Superintendents, Principals and District Data Managers

FROM: Mary Ann Snider, Director
Office of Assessment & Accountability

RE: Contact Information for NECAP

As part of the preparation for the next administration of the **NECAP** test in October of this year, we are gathering the latest school and district directory information including contact information for school principals, testing coordinators and LEA data managers.

To provide the updated information, we ask you to login to eRIDE and then click on **Update School Profile** in your eRIDE portal (<http://www.eride.ri.gov/>). If you do not have this application in your portal, please contact your district data or IT managers.

For each school, we need the latest contact information for the school principal, test coordinator (name, title, phone # and email) as well as the current school address for shipping (PO Box not allowed).

For each district/LEA school, we need the latest contact information for the superintendent, test coordinator and the data manager (name, title, phone # and email). Data managers should simply login to eRIDE and update their **Profile**.

Please complete this update by Friday June 30th. Contact Office of Network and Information Services for any questions or to report any problems with eRIDE (Marie Gariepy, 222-8967, marie.gariepy@ride.ri.gov).

Thank you for your cooperation in this endeavor.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

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